
EMPLOYMENT OPPORTUNITY

PROGRAM SPECIALIST I

Homeless Management Information System
(Full-Time, At-Will Position With Benefits)

THE SALARY: \$22.15 hourly, \$3,843 monthly, \$46,119 annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision and contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six-month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

WORK SCHEDULE AND HOURS: Position is assigned to the standard forty (40) hour (8:00AM–5PM, Monday to Friday) work schedule and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

THE POSITION: Under general supervision, this position requires a qualified individual to assume responsibility for a broad range of activities related to the implementation and operation of a county-wide computerized data collection system for the San Bernardino County Continuum of Care. This position will also provide assistance to the effective and successful administration of the Homeless Management Information System (HMIS), a web-based database application to capture client information for participating social service agencies. The HMIS Program Specialist I will work collaboratively with the U. S. Department of Housing and Urban Development (HUD), San Bernardino County Continuum of Care, service providers, City and County departments, and other non-profit organizations. The selected incumbent must maintain strict confidentiality, work overtime as required, travel throughout the County and out of state as required and be computer literate.

EXAMPLES OF DUTIES: Assist in the daily operations of the HMIS to include: manage agreements between CAPSBC and agencies participating in the HMIS, ensure agencies' compliance with HMIS policies and

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procedures, develop training procedures and materials to support use of the HMIS, audit access to and use of the HMIS to ensure full participation and compliance by Partner Agencies, provide technical assistance on HUD Technical Submission and APR reports for HMIS; assist CAPSBC in the planning, coordination and management of the HMIS in the following areas: plan, schedule and meet project objectives as outlined by the Chief Executive Officer and Manager of Administrative Support, including issues related to funding, budgeting, grant writing and project reporting, identify and orient Partner Agencies as participants in the HMIS, coordinate monthly meetings of End-Users Group and quarterly meeting of HMIS Advisory Committee, make presentations to provide information, create awareness and interest in the HMIS, coordinate HMIS orientation and training activities; assist in the development and management of resources for implementation, operation and/or expansion of the HMIS to include: research, interpret and prepare information for grant applications and other funding sources as needed, determine cost estimates and budgets, manage activities to ensure compliance with funding requirements, regulations and policies; submit required reports to HUD, prepare reports to the HMIS Advisory Committee or the San Bernardino Continuum of Care, oversee HMIS related files, records and documents participate in workshops and conferences as required; provide vacation and temporary relief as directed.

MINIMUM QUALIFICATIONS: Education Experience: **BA degree in Business or Public Administration or related field plus three (3) years experience coordinating or managing a comprehensive (web-based database application) computerized data collection system.** Good knowledge of: Principles of good organization and management; principles of training; techniques of program monitoring and evaluation; the problems and needs of low-income and homeless persons and families; report preparation and maintenance; budget functions; resource generation practices; Microsoft Office applications. Ability to: Plan, coordinate and manage the HMIS; ensure compliance with funding requirements; regulations and policies; prepare clear and concise reports; memoranda and letters; speak effectively before large groups of people; multi-task; act independently and exercise sound judgment; speak, read and write English at a level appropriate to the position. Skills: Proficiently operate Microsoft Office, Word, Excel, Powerpoint, exchange email and use the Internet to conduct research; operate copiers and fax machines. Experience with central intake and case management software. Technical writing and software quality testing experience is desired.

LICENSE AND PERSONAL VEHICLE: Must possess/maintain a valid California Driver License; be insurable and possess dependable transportation and automobile insurance coverage (to meet established State minimum coverage) and maintain an acceptable driving record throughout course of employment. Employees receive reimbursement of 44.5¢ per mile for use of his/her personal vehicle for business purposes (excluding driving from home and to work). **Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90-calendar days) and proof of State mandated personal automobile insurance to their completed application.**

EXAMINATION: The examination will consist of a competitive evaluation of qualifications based on a review of the application, supplemental, DMV Driving Report and personal auto insurance coverage. Those applicants passing the competitive evaluation of qualifications will be scheduled for an oral interview. Applicants may be required to perform a writing exercise and mathematical computations and should bring their glasses, is applicable.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the

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recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC application form, supplemental and other required documents to the Operations Division, 696 South Tippecanoe Avenue, San Bernardino, CA 92415. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Operations Division at (909) 723-1532.

CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.

PUBLICATION DATE: 11/24/08

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Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1532, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to: www.sbcounty.gov/capsbc.

Pay

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period.

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